



DONALD L. WOLFE, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AS-0**

March 6, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AS-NEEDED PUMP PULLING AND MACHINE REPAIR PROGRAM  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the contract work is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Award these contracts for the As-Needed Pump Pulling and Machine Repair Program in an annual aggregate sum not to exceed \$150,000 to General Pump Company, Inc., located in San Dimas, California, for Item A, Pump Removal and Installation Service; and Item B, Pump and Machine Repair Service, Field Technology Inc., located in Long Beach, California. These contracts will be for a term of one year commencing upon Board approval, with four 1-year renewal options, not to exceed a total of five years. Funds are available in Public Works' 2006-07 Internal Service Fund.
3. Delegate authority to the Director of Public Works, or his designee, to annually expend up to 25 percent of the annual contracts sum for unforeseen, additional work within the scope of work of these contracts, if required.

4. Delegate authority to the Director to execute these contracts; to renew them for each additional renewal option, if, in the opinion of the Director, renewal is warranted; to approve contractor's entity change; to approve and execute amendments, including necessary changes to the scope of work; and to terminate the contracts, if, in the opinion of the Director, it is in the best interest of the County to do so.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

These contracts are for as-needed services to perform routine and emergency pump pulling and installations on various types of pumps at various locations throughout the County. The work to be performed will consist of Item A, Pump Removal and Installation Service; and Item B, Pump and Machine Repair Service. These Items will allow the contractors to perform water well pump removal and installation, repair of mechanical slide gates and pumps, the service and repair of pump stations, and to supply new equipment and parts. Public Works has contracted for these services since 2003. The purpose of this action is to continue contracting for these services.

#### **Implementation of Strategic Plan Goals**

The award of these contracts is consistent with the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness, as the contractors have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

#### **FISCAL IMPACT/FINANCING**

There will be no impact on net County cost. The contracts are for an annual aggregate amount not to exceed \$150,000, plus 25 percent contingency for unforeseen, additional work within the scope of work of the contract, if required. This amount is based on the unit prices and hourly rates quoted by the contractors and our estimated annual utilization of the contractors' services. These contracts will commence upon Board approval, for a period of one year with four 1-year renewal options, not to exceed five years.

Financing for these services is included in Public Works' 2006-07 Internal Service Fund, which will be reimbursed by the Flood Control District Fund.

These contracts allow for a cost-of-living adjustment for the additional optional years in accordance with County policy.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Prior to the Director executing these contracts, which will be substantially similar to Enclosure A, the contractors will sign and County Counsel will review them as to form.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to these recommended contracts, which are for services required on an intermittent and as-needed basis; hence, these contracts are not Proposition A contracts (Los Angeles County Code Chapter 2.121).

## **ENVIRONMENTAL DOCUMENTATION**

These services are exempt from CEQA pursuant to Section 15301 (b) of the State CEQA Guidelines.

## **CONTRACTING PROCESS**

On December 6, 2006, Public Works solicited proposals from 220 independent contractors and community business enterprises to accomplish this work. Also, notice of the Request for Proposals (RFP) was placed on the County's bid website (Enclosure B) and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the Memorandum of Understanding, the RFP of these contracted services was submitted on December 6, 2006, to the Local 660 Union for review before being released to the public. The Union declined to meet with Public Works.

On January 8, 2007, two proposals were received. The proposals were first reviewed to ensure they met the mandatory requirements outlined in the RFP. All of the proposals met these requirements and were then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, and references. Proposals and price quotations were rated separately for each of the two work category items. For Item A, General Pump Company, Inc., was the only contractor to submit a proposal. Public Works believes the contractor's price to be reasonable for the work requested. For Item B, the highest-rated contractor is Field Technology, Inc., and the second highest-rated contractor is General Pump Company, Inc. A work item will be assigned to the highest-rated contractor for that item. If the highest-rated contractor is not able to perform the work item, the work item will be offered to the second highest-rated contractor. Based on this evaluation, it is recommended that these contracts be awarded to General Pump Company, Inc., located in San Dimas, California, and

Field Technology, Inc., located in Long Beach, California. Both contractors have been found to be responsive and responsible. Enclosure C reflects the proposers' minority participation. The contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

These contracts contain terms and conditions supporting Board-sponsored policies, such as contractor responsibility and debarment (revised), jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

As requested by your Board, the contractors have submitted a safety record that reflects their past activities have been conducted according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that these contractors will not be requested to perform services that will exceed the contracts' approved amount, scope of work, and/or terms.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The award of these contracts will not result in the displacement of any County employees.

The Honorable Board of Supervisors  
March 6, 2007  
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**CONCLUSION**

One adopted copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE  
Director of Public Works

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Enc. 3

cc: Chief Administrative Office  
County Counsel

SAMPLE AGREEMENT FOR  
AS-NEEDED PUMP PULLING AND MACHINE REPAIR PROGRAM

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and GENERAL PUMP COMPANY, INC., a corporation, (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on January 8, 2007, hereby agrees to provide services as described in the attached specifications for As-Needed Pump Pulling and Machine Repair Program, including, but not limited to, Exhibit A, Scope of Work.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Contractor Ratings by Service Item; Exhibit F, Public Works Pump Plants; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2. In no event will the COUNTY pay any and all contractors providing service under this Program an aggregate annual amount in excess of \$150,000 (Maximum Contract Sum), or such greater amount as the Board may approve.

FOURTH: As part of the evaluation process relative to this Contract solicitation, the COUNTY determined that the COUNTY intends, at its sole option, to assign work to each contractor, providing service under this Program, beginning with the highest-evaluated contractor for that service item as detailed in Exhibit E, Contractor Ratings by Service Item. For Item A (Pump Removal and Installation Service), General Pump Company, Inc., is the highest-evaluated. For Item B (Pump Pulling and Machine Repair Service), Field Technology, Inc., is the highest-evaluated and General Pump Company, Inc., is the second highest-evaluated. If the highest-evaluated contractor is not able or available to perform the required service within the COUNTY'S time frame, the COUNTY will assign work to the next highest-evaluated contractor for that service item. Notwithstanding the foregoing, the parties understand and agree that this Contract is nonexclusive, the COUNTY may enter into other contracts for the performance of the same or similar services, and the CONTRACTOR is not entitled to or guaranteed the assignment of any work hereunder.

FIFTH: This Contract's initial term shall be for a period of one year commencing upon Board approval. At the discretion of the COUNTY, this Contract may be extended in increments of one year, not to exceed a total contract period of five years. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least 30 days prior to the end of each term.

SIXTH: The CONTRACTOR shall bill monthly, in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly rates and unit prices quoted in Form PW-2, Schedule of Prices.

SEVENTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed invoice. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

EIGHTH: In no event shall the aggregate total amount of compensation paid to any and all contractors under this Program exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

NINTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in all Contractors providing service under this Program receiving an aggregate compensation in excess of this Contract's Maximum Contract Sum.

TENTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

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TWELFTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT, including, but not limited to, Exhibits A through F, inclusive, the COUNTY'S provisions shall control and be binding.

FOURTEENTH: This Contract constitutes the entire AGREEMENT between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

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IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Deputy

GENERAL PUMP COMPANY, INC.

By \_\_\_\_\_  
Its President  
\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary  
\_\_\_\_\_  
Type or Print Name

Award information has not been added at this time.

### Bid Information

**Bid Number :** PW-ASD 641  
**Bid Title :** AS-NEEDED PUMP PULLING AND MACHINE REPAIR SERVICES  
**Bid Type :** Service  
**Department :** Public Works  
**Commodity :** PUMPS - WELL - ALL KINDS  
**Open Date :** 12/6/2006  
**Closing Date :** 12/20/2006 9:00 AM  
**Notice of Intent to Award :** [View Detail](#)  
**Bid Amount :** N/A  
**Bid Download :** Not Available  
**Bid Description :** PLEASE TAKE NOTICE that Public Works requests proposals for a contract for the As Needed Pump Pulling and Machine Repair Services (2006-AN049). The annual cost of this service is estimated to be \$150,000. If not enclosed with this letter, the Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be requested by accessing this link at <ftp://dpwftp.co.la.ca.us/solicitationdocuments/pumppullingfmd2.pdf> or from Ms. Melissa Saradpon at (626) 458 4077, Monday through Thursday, 7 a.m. to 5 p.m.

Proposers must meet all minimum requirements set forth in the RFP document, including, but not limited to, possession of a valid C-61/D-21 Limited Specialty State Contractor's License to submit a proposal for Item A, Pump Removal/Installation Service. A valid C-10 Electrical State Contractor's License and a valid C-61/D-21 Limited Specialty State Contractor's License are required to submit a proposal for Item B, Pump and Machine Repair Service.

A Proposers' Conference will be held on Wednesday, December 20, 2006, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room B. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the Conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the Conference, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Wednesday, January 3, 2007, at 5:30 p.m. Please direct your questions to Ms. Saradpon at the number above.

**Contact Name :** Ms. Melissa Saradpon  
**Contact Phone# :** (626) 458-4077  
**Contact Email :** [msaradpon@dpw.lacounty.gov](mailto:msaradpon@dpw.lacounty.gov)  
**Last Changed On :** 12/9/2006 6:59:53 PM

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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: General Pump Company Inc.

My County (WebVen) Vendor Number:

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise
<input type="checkbox"/> Other (Please Specify):					
Total Number of Employees (including owners): <u>39</u>					
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:					
	Black/African American		Hispanic/Latino		Asian or Pacific Islander
			2		5
	American Indian		Filipino		White
			1		24
	1				6

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name:	Minority:	Women:	Disadvantaged:	Disabled Veteran:

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>Director of Engineering</u>	Date: <u>12/27/06</u>
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FORM PW-9

County of Los Angeles Request for Local Small Business Enterprise (SBE) Preference Program Consideration and SBE Firm/Organization Information Form
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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME:	Field Technology Inc
My County (WebVen) Vendor Number:	51472401

I. **LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	

II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise
<input type="checkbox"/> Other (Please Specify):					
Total Number of Employees (including owners): 9					
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:					
Race/Ethnic Composition	Owners/Partners/Associate Partners		Managers		Staff
	Male	Female	Male	Female	Male/Female
Black/African American					
Hispanic/Latino					
Asian or Pacific Islander					
American Indian					
Filipino					1
White	1	1			4 2


III. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	50 %
Women	%	%	%	%	%	50 %

IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

V. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: President	Date: 12-27-06
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